

# Recommended High-Risk Team Agency Policies and Procedures

## Law Enforcement

- Adopt a policy and protocol for completing the lethality assessment on scene.
  - The ***Sample Law Enforcement Policy for On-Scene Lethality Assessment*** can be adapted to an individual law enforcement agency's needs.
- If the law enforcement agency conducts follow-up with the victim after the completion of the lethality assessment, develop a protocol that prioritizes victim safety and confidentiality.
- Develop procedures for distributing the completed lethality assessment(s) in a timely manner to all necessary partners to be used for HRT case management and decision-making.
- Incorporate the officer's administration of the Lethality Assessment into her/his/they performance review.
- Include in the law enforcement officer report, the victim's experience before officers arrived and the perpetrator's behavior officers observed on-scene.
- Incorporate the use of the lethality assessment in the law enforcement agency's quality control process. This could include reviewing:
  - if lethality assessments are consistently completed with every IPV-related incident; and
  - how law enforcement officers are utilizing and reporting the information collected from the lethality assessment.

## Community-Based Victim Advocacy

- Adopt a policy and procedures for internal use of the lethality assessment, which may include:
  - how the lethality assessment is received and by whom (typically one single point of contact);
  - who will follow up with the victim and the timeframe for expected follow-up;
  - if and how the lethality assessment is included in the victim intake, and/or any other use of the information; and
  - how the lethality assessment will be stored and kept confidential.
- Create an MOU with the law enforcement agency which may address:
  - a protocol for responding law enforcement officers to connect victim/survivor with an advocate on-scene either by phone or in person;
  - a process for the lethality assessment to be received by an advocate to initiate follow up; and
  - a process for the Kansas Standard Offense Report to be sent to an advocate if the law enforcement agency agrees to provide since it is not an open record.

## Emergency Dispatch

- Develop procedure for including completed lethality assessment in the information system used by dispatch, such as entering into Computer Aided/Assisted Dispatch and adding dispatch tags to addresses.
- Develop new procedure or incorporate into current procedure, to provide relevant documentation (including lethality assessment and recordings) to investigators, prosecutors, or attorneys upon request.

<b>Pre-Trial Services</b>
<ul style="list-style-type: none"> <li>• Adopt a policy regarding the consideration of completed lethality assessment in pre-trial conditions and pre-sentence investigation.</li> </ul>

<b>Prosecution</b>
<ul style="list-style-type: none"> <li>• Consider using the lethality assessment when determining charges and conditions for bond, such as no contact orders.</li> <li>• In addition to prior record and criminal history, review lethality assessment: <ul style="list-style-type: none"> <li>○ to identify history of abuse and/or escalation of abuse; and/or</li> <li>○ the potential for witness intimidation, on-going harm, violations of protection orders, and/or other adjacent crimes to pursue.</li> </ul> </li> <li>• Work with the Victim/Witness Coordinator to connect victim with relevant information about defendant's case.</li> <li>• Provide information for the victim regarding compensation and victim impact statement.</li> <li>• Incorporate prosecution methods that reduce dependence on victim participation.</li> </ul>

<b>Court Administration</b>
<ul style="list-style-type: none"> <li>• Consider using the lethality assessment and Kansas Standard Offense Report when setting bail and/or at initial appearance.</li> </ul>

<b>Batterer Intervention (or Abusive Partner Intervention) Programs</b>
<ul style="list-style-type: none"> <li>• Determine with law enforcement agency if completed lethality assessment and Kansas Standard Offense Report can be provided, the information is not considered an open record.</li> <li>• Adopt a policy for internal use of the lethality assessment, which may include: <ul style="list-style-type: none"> <li>○ how the lethality assessment is received and by whom (typically one single point of contact);</li> <li>○ review of the completed lethality assessment when conducting the Kansas Domestic Violence Offender Assessment (KDVOA);</li> <li>○ program facilitator review of completed lethality assessment for consistency with KDVOA and offender self-report; and</li> <li>○ how the information should be stored and kept confidential.</li> </ul> </li> </ul>

<b>Corrections &amp; Parole</b>
<ul style="list-style-type: none"> <li>• Adopt a policy and procedures regarding the use of the lethality assessment in: <ul style="list-style-type: none"> <li>○ Determining appropriate offender programs placement;</li> <li>○ Placement upon release from the correctional facility; and</li> <li>○ Conditions of parole/post-release supervision.</li> </ul> </li> <li>Policy should include: <ul style="list-style-type: none"> <li>○ How the lethality assessment is received and by whom;</li> <li>○ Who will be able to view the information, including Victim Service Liaisons; and</li> <li>○ How the lethality assessment will be stored and kept confidential.</li> </ul> </li> </ul>